

# CARMEL PLAN COMMISSION

## 2009 TIMELINE: FILING & NOTICE DEADLINES, DISTRIBUTION DATES <sup>1</sup>

PLAN COMMISSION MEETING DATES (Third Tuesday)	FILING DEADLINE: for Public Hearing Items (60 days prior) and for TAC**	FILING DEADLINE: Non-public Hearing Items (45 days prior, before 5pm )	TECHNICAL ADVISORY COMMITTEE MEETING** (Third Wednesday)	PLAN COMMISSION COMMITTEE MEETING DATES* (1st Tuesday)	DEADLINE: Public Notice Deadline (25 days prior)	PACKET/ FEE DEADLINE: Packets Mailed (10 days prior) Noon, Friday	DEPARTMENT REPORTS: Staff reports Mailed, (5 days prior) Wednesday
January 20	November 21	December 06	December 17	February 03	December 26	January 09	January 15
February 17	December 19	January 03	January 21	March 03	January 23	February 06	February 12
March 17	January 16	January 31	February 18	April 2, Thurs.	February 20	March 06	March 12
April 21	February 20	March 07	March 18	May 05	March 27	April 10	April 16
May 19	March 20	April 04	April 15	June 02	April 24	May 08	May 14
June 16	April 17	May 02	May 20	July 07	May 22	June 05	June 11
July 21	May 22	June 06	June 17	August 04	June 26	July 09	July 16
August 18	June 19	July 04	July 15	September 01	July 24	August 07	August 13
September 15	July 17	August 01	August 19	October 06	August 21	September 04	September 10
October 20	August 21	September 05	September 16	November 03	September 25	October 09	October 15
November 17	September 18	October 03	October 21	December 01	October 23	November 06	November 12
December 15	October 16	October 31	November 18	January 05	November 21	December 04	December 10

<sup>1</sup>All scheduled dates are subject to change or cancellation.

### Additional Notes:

\* Plan Commission meets at 6 p.m. Also, Plan Commission Committees meet at 6 p.m. to address items forwarded by the full Plan Commission; the above Committee dates are those that follow the Plan Commission meeting displayed at the left of each row. **Info packet deadlines for Committee meetings are 10 days prior, at Noon.** Filing deadlines for committee-only petitions is 15 days prior to the committee meeting date.

\*\* Technical Advisory Committee (TAC) meets the 3<sup>rd</sup> Wednesday of the month at 9 a.m. in the DOCS Conference Room. **The distribution deadline for plans to Technical Advisory Committee members is the same date as the filing deadline for public hearing items.** The above TAC dates are those that must be attended to proceed to the Plan Commission meeting displayed at the left of each row.

Carmel Common Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6:00 p.m.

Board of Public Works meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at 317/571-2417.

# CARMEL/CLAY PLAN COMMISSION

## PUBLIC NOTICE REQUIREMENTS

The Commission requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Commission to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published or sent not less than *twenty-five (25) days* prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Commission as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (phone: 317/444-7163; E-mail: publicnotices@indystar.com).

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the Plan Commission (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at 6:00 PM:

Council Chambers  
Carmel City Hall, 2nd Floor  
One Civic Square  
Carmel, IN 46032

Written comments may be sent to:

Carmel Plan Commission  
c/o Ramona Hancock, Secretary  
Carmel City Hall  
One Civic Square  
Carmel, IN 46032

Files may be examined at:

Department of Community Services  
Division of Planning & Zoning  
Carmel City Hall, 3rd Floor  
Carmel, IN 46032  
317/571-2417